

Information regarding REQUIRED REFERENCE CHECKS

[UCA 53G-11-410](#) states all Utah school districts are required to request that the applicant's most recent qualifying position employer disclose information regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student by the applicant. Subsection (1)(e) defines '*Qualifying Position*' as *paid employment that requires the employee to directly care for, supervise, control, or have custody of a child.*

Washington County School District requires hiring Administrators/Managers to identify and complete reference checks on **AT LEAST THE MOST RECENT 2** qualifying position employers (if applicable).

**If the candidate is currently a WCSD employee, you DO NOT need to do this required reference check for WCSD. However, you may choose to do a general reference check with their current WCSD supervisor (this is suggested but optional). General reference checks do not need to be documented on the Recommendation for Hire form.



Has the applicant ever had paid employment that required them to directly care for, supervise, control, or have custody of a child?

If YES, the hiring Administrator/Manager is REQUIRED to ask the following questions to the employer.

- 1. Was the applicant reliable?**
- 2. Was the applicant's work satisfactory?**
- 3. Was disciplinary action ever taken against the applicant for the physical or sexual abuse of a child?**
- 4. Would you rehire this person?**

The hiring Administrator/Manager must also document the efforts to make a request for a reference check by filling in the following information on the Recommendation for Hire Form.

- A. Employer**
- B. Date(s) Contacted or Attempted to Contact**
- C. If attempt to contact was successful, list the name of the Supervisor contacted**
- D. Were the responses to the questions satisfactory?**

Failure to complete the Recommendation for Hire Form accurately will result in a delay in the selection process. An HR Department Representative will contact the hiring Administrator/Manager to request accurate completion of the form.